

Code of Conduct
International Master in Public Procurement Management
for the 2019/2020 Academic Year

Introduction

When we become part of any community and interact with its members or with people outside of it, the actions performed by one of us will affect the well-being of those around us, their productivity as well as their reputation.

Each of the subjects joining the *International Master in Public Procurement Management* - such as professors, students or administrative personnel (hereinafter defined as the "*stakeholders*") - recognizes that his or her own behavior must comply with certain rules of conduct, even when such behavior is not in violation of the law. Following such rules of conduct increases the possibility of achieving the goals of the Master, of promoting mutual respect and of fostering the quality of teaching and learning.

The aforementioned rules define and identify a set of preventive measures and regulations geared at guiding each person's behavior by instilling values which are deemed essential for maintaining a pleasant, cooperative, fair and fruitful living experience.

This Code of Conduct aims to provide general guidelines, both ethical and behavioral, which should be complied with while carrying out all personal activities.

However, it is of utmost importance that each subject maintain the highest standards of behavior, regardless of the existence of applicable punitive provisions. It is necessary to take into account that appropriate conduct in every circumstance does not depend on good faith alone, but also on transparency, impartiality, honesty and trust.

In no way whatsoever shall the awareness of acting on behalf of and/or for the benefit of the Master justify the adoption of those behaviors in contrast with the principles set forth herein.

Our ethics

The *International Master in Procurement Management* promotes interdisciplinary learning and teaching in the field of public procurement without explicit or hidden advertisement or economic purposes, furthermore it ensures and protects academic freedom and the freedom of expression in a context where diversity of views is encouraged and not repressed. Thus, the Master is committed to creating an environment based on values such as freedom and individual autonomy. Furthermore, the purpose of the Master is to guarantee excellence in teaching, encourage professionalism and enhance expertise, in addition to promoting research, scientific investigation and the pursuit of knowledge. To achieve such goals, the *stakeholders* must be committed to ensure that the recruitment and remuneration of professors are not determined by personal ties, but only by the outstanding moral and professional reputation of said professors.

The *Stakeholders* are required to maintain a collaborative and respectful attitude towards the decisions made by the Master Committee, in particular concerning organizational matters, which are aimed at achieving an effective, fair, impartial and transparent administration of the Program. Students and professors shall be committed to providing colleagues with adequate collaboration, whether it be by supplying all necessary information in a timely fashion or by collaborating with maximum responsiveness and executing the assigned tasks in the pursuit of a common goal.

Beyond the respect of civil and criminal laws, the *stakeholders* shall avoid the use of terms and tones that might be deemed offensive or inappropriate towards colleagues, employees, students and third parties with whom they may come into contact. In addition, they shall be committed to promote a friendly, open and comfortable work and study environment.

Rules

a) Attendance:

Class lectures are from 10am to 1pm and from 2pm to 5pm, unless otherwise indicated on the timetable. Each module will consist of 30 hours of lessons, unless otherwise stated.

Attendance to classes is mandatory. Students are expected to attend all lectures regularly. Absences and delays should be avoided and the following rules should be considered as a special regulation for emergencies, the normal situation being that of complete and punctual attendance.

Absences will be considered, in terms of exam grading, as follows:

- Up to 3 hours – no consequences;
- One day – maximum grade 28/30;
- From 1 to 2 days – maximum grade 26/30;
- More than 2 days – failed;
- Not attending the first and/or the last day of each module – failed.

These rules will not apply if the absence has been previously discussed and approved, on a case to case basis, by the Master Committee or, for urgent matters, by the Master Director. The student must submit a formal certificate, letter or document that justifies the impellent reason of the absence.

Please note that absences should be communicated, if possible, by email before the beginning of each lesson to the Master Secretariat (public.procurement@uniroma2.it).

b) Punctuality:

Punctuality is necessary for reciprocal respect among stakeholders and the proper development of the course.

The time schedule for classes is provided in advance to both students and teachers, posted on the master's website (www.masterprocurement.eu). Nevertheless, students are required to check the class schedule regularly in order to be updated in the event of any changes that might occur

from time to time. Professors are required to communicate urgent changes to their predetermined schedule, as soon as possible, to the Master's Secretariat (public.procurement@uniroma2.it).

The Attendance Register must be signed by each student at the beginning and at the end of each three-hours lecture. The Tutor of the Master is responsible for collecting the signatures and delivering the duly signed register to the Master Secretariat 10 minutes after the beginning of each lecture. Students arriving in the classroom 10 minutes after the beginning of class will be considered absent according to point a) above for the half day in which the delay has occurred. Students leaving the class before the scheduled end, will be considered absent according to point a) above, for the half day in which early exit has occurred.

Students who use threats, coercion or requests to oblige the Tutor, or any other colleague, to falsify a signature shall be automatically expelled from the Master program. Likewise, the Tutor or colleague shall be subject to the expulsion from the Master should he or she agree to falsify students' signatures on the register. The Master Committee will make the expulsion decision, after having listened to all parties involved.

It is not respectful for the *stakeholders* to arrive late to the classroom or to enter and exit during the lecture; appropriate breaks will be given during the morning and afternoon lectures. Students should not leave the class out of these breaks, unless for emergency reasons, that should be clearly explained to the lecturer.

Should a professor be evaluated as a latecomer, he or she will be excluded from subsequent editions of the program unless appropriate and plausible justification is provided.

c) Exams grading system:

The Italian Grading System for exams ranges **from 18/30 to 30/30**. Specifically, the highest mark is 30/30 with *distinction* (defined as "lode" in Italian), while the lowest grade is 18/30. Exams under 18/30 are considered as "failed". The following chart compares the Italian academic grading system with the *European Credit Transfer System* (ECTS) and provides an explanation of the numerical value of Italian grade:

Italian Grade	ECTS Grade	Definition
30 e lode	A+	FULL MARK WITH DISTINCTION
29-30	A	EXCELLENT
28-27	B	VERY GOOD
26-24	C	GOOD
23-19	D	SATISFACTORY
18	E	PASS
<18	F	FAILED

In order to obtain the Master's degree, students must earn at least 18/30 in all the modules. Up to 2 failed exams can be recovered using the Master's distance learning platform in the October –

December period. In any case, these two exams cannot have a higher grade than 25/30. Students failing more than 2 exams (including the distance-learning module) will not be allowed to graduate.

d) Classroom behavior and interpersonal relationships:

Debates and constructive discussions during the lessons are always welcomed and encouraged. Students, professors and administrative personnel are expected to behave in a courteous and respectful manner towards each other.

Class activities should not be disturbed by talking to each other or using cellular phones; in fact all mobile devices must be strictly switched off during lectures. Anyone detected using a mobile phone during lessons will be considered absent for that three- hour lesson.

During exams students will be asked to switch off their mobile phones and tablets and put them inside a transparent plastic bag labeled with their names. The plastic bags will be collected in a box and given back to the students at the end of the exam.

e) Exams and final dissertation:

Exams are to be done without any external help (talking to classmates, using mobile phones or tablets, copying from unauthorized books and notes, etc). If anyone is detected behaving incorrectly, the exam will be automatically considered as failed. Depending on the gravity of the infraction the Board of the Master will decide as to whether to expel the student or not from the Master program.

Students will not be given the opportunity to repeat an exam after receiving a passing grade.

The final dissertation must be original work. Before the submission the originality of each dissertation will be checked using the anti-plagiarism software “Turnitin”. Detailed instructions on rules and the mode of operation of this software can be found on the Master’s website, www.masterprocurement.eu

f) Final grade:

According to the Italian grading system, the final score of the Master Program is based on a 110 point scale which ranges from 66, the minimum grade for passing, to 110. In the event of outstanding results, the final mark assigned is 110 cum laude.

The final grade will be calculated as follows:

- Take the simple average of the 13 exams, multiply it by 11 and divide by 3, then subtract 20 points;
- Add to the above number up to 8 points for the distance learning module result;
- Add up to 6 points for the internship;
- Add up to 6 points for the final dissertation;
- Add up to 4 points for dissertation defence.

The score assigned to the internship period will be equal to 0,1,3,4,5,6 according to the Corporate Supervisor's evaluation, which will use the following range of indications: insufficient, poor, sufficient, good, very good, excellent.

g) Honors:

Honors will be assigned by the Master's Committee at the end of a specific meeting after the dissertation defence. The number of students graduating with honors (i.e. earning the final mark *110 cum laude*) will not exceed 10% of the class number of students, rounded to the higher integer (for example if the class is made of 32 students, at most four (4) *110 cum laude* might be awarded).

h) Complaints:

At the end of each module, students are required to complete an online anonymous evaluation survey called the "*Evaluation questionnaire*"; the link to this online form will be provided by the Tutor.

Meetings with a member of the Master's Committee will be organized to talk about each module. This opportunity is fundamental for allowing students to suggest improvements, obtain clarifications and express complaints regarding the overall organization of the Master.

Any personal or particular need must be expressed by e-mail to the Master Director or to the Deputy Director. The recipient of the request/complaint is obliged to verify the content of the e-mail and send a response within 3 working days at the latest from the day the e-mail was sent.

Photographic Release Agreement

I hereby grant the University of Rome Tor Vergata (from now on UTV), its representatives and employees the right to take photographs, motion pictures and videos of me and my properties, in connection with the IMPPM program. I authorize UTV, its assigns and transferees to copyright, use and publish the same in print and/or electronically. I agree that UTV may use such photographs and recordings of me with or without my name for any lawful purpose including publicity, fund raising, education, illustrations, advertising and web contents.

I have read the overall 5 pages document above, I understand and approve its contents

Date: _____

Name: _____

Signature: _____